



# Punjab Government Gazette

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LEGISLATIVE SUPPLEMENT		
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**Part IV**

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*Nil*

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**PART III**

**GOVERNMENT OF PUNJAB**

DEPARTMENT OF REVENUE, REHABILITATION AND DISASTER  
MANAGEMENT  
(REVENUE ESTABLISHMENT-3 BRANCH)

**NOTIFICATION**

The 1st March, 2021

**No. G.S.R. 21/Const./Art.309/Amd.(2)/2021.**-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Naib-Tehsildars (Group B) Service Rules, 2019, namely :-

**RULES**

1. (1) These rules may be called the Punjab Naib-Tehsildars (Group-B) (Amendment) Service Rules, 2021.  
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Naib-Tehsildars (Group-B) Service Rules, 2019, in Appendix 'A', against serial No.1, under column 7, for the existing entry, the following shall be substituted, namely:-

"10300-34800+4800 Grade Pay:

Provided that out of 193 posts, the Naib Tehsildars recruited under Register 'A' (Direct Recruitment and Compassionate Appointments) after 17th July, 2020 shall be entitled to the pay scale as per Level-6 of the 7th Central Pay Commission pay matrix with initial pay of Rs. 35,400.",

**VISWAJEET KHANNA,**  
Additional Chief Secretary to Government of Punjab,  
Department of Revenue, Rehabilitation  
and Disaster Management.

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**PART III**  
**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PERSONNEL**  
**(PERSONNEL POLICY-2 BRANCH)**

**CORRIGENDUM**

The 2nd March, 2021

In the Government of Punjab, Department of Personnel, Notification No.G.S.R.7/Const./Arts.309 and 187/Amd.(12)/2021, dated the 5th January, 2020, published in the Punjab Government Gazette, dated 15th January, 2021, For “2020”, Read “2021”.

**VINI MAHAJAN,**  
Chief Secretary to Government of Punjab.

*2245/3-2021/Pb. Govt. Press, S.A.S. Nagar*

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**PART III**  
**GOVERNMENT OF PUNJAB**

**DEPARTMENT OF WATER RESOURCES**  
( Irrigation Personnel-1 Branch)

**NOTIFICATION**

The 4th March, 2021

**No. G.S.R. 22/Const./Art.309/Amd.(2)2021.**-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Irrigation Department (Group A) Service Rules, 2004, namely: -

**RULES**

1. (1) These rules may be called the Punjab Irrigation Department (Group A) Service (Amendment) Rules, 2021.  
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Irrigation Department (Group A) Service Rules, 2004, in Appendix B, under column 5,-
  - i) in Serial No.3 , for the words "eight year", the words " six years" shall be substituted; and
  - ii) in Serial No.4 in item (a), in sub item (i), for the words "ten years", the words "seven years" shall be substituted.

**SARVJIT SINGH, IAS,**  
Principal Secretary to Government of Punjab,  
Department of Water Resources.

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**PART III**  
**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF LABOUR**  
**NOTIFICATION**

The 5th March, 2021

**No. G.S.R. 23/C.A.35/2020/S.99/2021.**-The following draft rules, which the Governor of Punjab proposes to make in exercise of the powers conferred by sub-section (2) of section 99 of the Industrial Relations Code, 2020 (Central Act 35 of 2020) and all other powers enabling him in this behalf, is published as required by sub-section (1) of section 99 of the said Act, for information of the persons likely to be affected thereby.

Notice is hereby given that the said draft will be taken into consideration by the Government on or after the expiry of a period of thirty days from the date of publication of this notification in the Official Gazette, together with any objection and suggestion, which may be received by the Labour Commissioner, Punjab, Model Welfare Centre (Kirat Bhawan), Phase-X, Sector-64, Sahibzada Ajit Singh Nagar (Mohali), (Email: supdthq.disp.imp@gmail.com) from any person or organization with respect to the said draft before the expiry of the period so specified, namely :-

**DRAFT RULES**

**CHAPTER- I**

**PRELIMINARY**

- 1. Short title, application and commencement.-** (1) These rules may be called the Industrial Relations (Punjab) Rules, 2021.
  - (2) They extend to whole of the State of Punjab.
  - (3) They shall come into force on and with effect from the date of their publication in the Official Gazette.
- 2. Definitions.-** (1) In these rules, unless the context otherwise requires,-
  - (a) "Code" means the Industrial Relations Code, 2020;
  - (b) "Form" means forms appended to these rules;
  - (c) "section" means the section of the Code; and
  - (d) "State Government" means the Government of the State of Punjab in the Department of Labour.

(2) The words and expressions used in these rules which are not defined therein, but are defined in the Code, shall have their respective meaning as assigned to them in the Code.

sections  
2(zi) and  
99(2)(a)

**3. Written Agreement for the settlement before the Conciliation Officer under clause (zi) of section 2.**- The Agreement under clause (zi) of section 2 for written agreement between the employer and worker shall be in the form specified in **Form-I** and shall be signed by the parties in the agreement and a copy thereof shall be sent to the concerned Conciliation Officer.

## CHAPTER II

### BI-PARTITE FORUMS

sections 3 and 99(2)(b)  
4. Constitution of Works Committee under section 3.- (1) Every employer to whom an order made under sub-section (1) of section 3 relates, shall forthwith proceed to constitute a Works Committee in the manner as is specified in the following sub-rules.

(2) The number of members constituting the Committee shall be fixed so as to afford representation to the various categories, groups and class of workers engaged in, and to the sections, shops or departments of the establishment:

Provided that the total number of members of the Works Committee shall not exceed twenty:

Provided further that the number of representatives of the worker in the Works Committee shall not be less than the number of representatives of the employer therein.

(3) Subject to the provisions of this rule, the representatives of the employer in the Works Committee shall be nominated by the employer and shall, as far as may be possible, be officials in direct touch with, or associated with, the working of the industrial establishment.

(4) (a) Where any workers of the industrial establishment are members of a registered Trade Union, the employer shall ask such Trade Union to inform him in writing as to how many of the workers are members of such Trade Union.

(b) Where an employer has reason to believe that the information furnished to him under clause (a) by the registered Trade Union is

false, he may, after informing such Trade Union, refer the matter to the Labour Commissioner, Punjab who shall, after hearing the parties, shall decide the matter and his decision thereon shall be final.

(5) On receipt of the information called for under sub-rule (4), the employer shall provide for the selection of worker's representative on the Committee in two following groups, namely:-

- (a) Registered Trade Union may choose their representatives as members for works committee in the proportion of their memberships; and
- (b) where there is no registered Trade Union, workers may choose amongst themselves representatives for works committee.
- (i) The Works Committee shall have among its office-bearers a Chairman, a Vice-Chairman, a Secretary and a Joint-Secretary. The Secretary and the Joint-Secretary shall be elected every year;
- (ii) The Chairman shall be nominated by the employer from amongst the employer's representatives on the Works Committee and he shall, as far as possible, be the head of the industrial establishment;
- (iii) The Vice-Chairman shall be elected by the members, on the Works Committee representing the workers, from amongst themselves:

Provided that in the event of equality of votes in the election of the Vice-Chairman, the matter shall be decided by draw of a lot:

- (c) the Works Committee shall elect the Secretary and the Joint Secretary provided that where the Secretary is elected from amongst the representatives of the employers, the Joint Secretary shall be elected from amongst the representatives of the worker and vice versa:

Provided that the post of the Secretary or the Joint Secretary, as the case may be, shall not be held by a representative of the employer or the worker for two consecutive years:

Provided that the representatives of the employer shall not take part in the election of the Secretary or Joint Secretary, as the case may be, from amongst the representatives of the worker and only the representatives of the worker shall be entitled to vote in such elections.

- (d) In any election under clause (c), in the event of equality of votes, the matter shall be decided by a draw of lot.

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- (6) (a) The term of office of the representatives on the Works Committee other than a member chosen to fill a casual vacancy shall be two years;
- (b) A member chosen to fill a casual vacancy shall hold office for the unexpired term of his predecessor; and
- (c) A member who without obtaining leave from the Works Committee, fails to attend three consecutive meetings of the Committee shall cease his membership.

- (7) In the event of worker's representative ceasing to be a member under clause (c) of sub-rule (6) or ceasing to be employed in the establishment or in the event of his resignation, death or otherwise, his successor shall be chosen in accordance with the provisions of this rule from the same group to which the member vacating the seat belonged.
- (8) The Works Committee shall have the right to co-opt in a consultative capacity, persons employed in the industrial establishment having particular or special knowledge of a matter under discussion. Such co-opted member shall not be entitled to vote and shall be present at meetings only for the period during which the particular question is before the Works Committee.
- (9) (a) The Works Committee may meet as often as necessary.
- (b) The Works Committee shall at its first meeting regulate its own procedure.

- (10) (a) The employer shall provide accommodation for holding meetings of the Works Committee. He shall also provide all necessary facilities to the Works Committee and to the members thereof for carrying out the work of the Works Committee. The Works Committee shall ordinarily meet during working hours of the industrial establishment concerned on any working day and the representative of the worker shall be deemed to be on duty while attending the meeting.
- (b) The Secretary of the Works Committee may with the prior concurrence of the Chairman, put up notice regarding the work of the Works Committee on the notice board of the industrial establishment.

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**5. Manner of choosing members from the employers and the workers for Grievance Redressal Committee under sub-section (2) of section 4.-** The Grievance Redressal Committee shall consist of equal number of members representing the employer and the workers, which shall not exceed ten.

(2) The representatives of the employer shall be nominated by the employer and shall, as far as may be possible, be officials in direct touch with or associated with the working of the industrial establishment, preferably the heads of major departments of the industrial establishment.

(3) The representatives of the workers shall be chosen by the registered Trade Union and where a negotiating council exists, such representatives shall be chosen in the same proportion as the Trade Unions respectively represents in the negotiating council. In case where there is no registered Trade union or negotiating council, the member may be chosen by the workers of the establishment:

Provided that there shall be adequate representation of women workers in the Grievance Redressal Committee and such representation shall not be less than the proportion of women workers to the total workers employed in the industrial establishment.

(4) Where any workers of the industrial establishment are members of a registered Trade Union, the employer shall ask such Trade Union to inform him in writing as to –

- how many of the workers are members of such Trade Union;
- Where an employer has reason to believe that the information furnished to him under clause (a) by the registered Trade Union is false, he may, after informing such Trade Union, refer the matter to the Labour Commissioner, Punjab who shall, after hearing the parties, shall decide the matter and his decision thereon shall be final.

**6. Application in respect of any dispute to be filed before the Grievance Redressal Committee by any aggrieved worker under sub-section (5) of section 4.-** Any aggrieved worker may file an application stating his dispute therein before the Grievance Redressal Committee giving his name, designation, employee Code, Department where posted, length of service in years, category of worker, address for correspondence, contact number, details of grievances and relief sought. Such application may be sent electronically. The Grievance may be raised within one year from the date on which the cause of action of such dispute arises.

sections  
4(8) and  
99(2)(e)

**7. Manner of filing application for the conciliation of grievance as against the decision of the Grievance Redressal Committee to the conciliation officer under sub-section (8) of section 4.-** Any worker who is aggrieved by the decision of the Grievance Redressal Committee or whose grievance is not resolved by the said Committee within thirty days of receipt of the application, may file an application to the Conciliation Officer within the period of sixty days from the date of the decision of the Grievance Redressal Committee or from the date on which the period specified in sub-section (6) of section 4 expires, as the case may be, to the conciliation officer through the Trade Union, of which he is a member or otherwise.

### CHAPTER-III

#### TRADE UNION

sections 8  
and 99(2)(h)

**8. Form of application for Registration of Trade Union under section 8.-** Every application for registration of a Trade Union shall be made to the Registrar in **Form II** electronically or otherwise.

sections 8  
and 99(2)

**9. Fee for Registration.-** The fee payable on registration of a Trade Union shall be rupees 1000 (One thousand rupees).

section 9

**10. Registration and Cancellation of Trade Union under section 9.-** (1) The Register of Trade Union referred to in section 9 shall be maintained in **Form- III**.

(2) The certificate of Registration issued by the Registrar under section 9 shall be in **Form IV**.

(3) The Registrar on receiving an application under sub-section 5(i) of section 9 for the cancellation of registration shall, before granting the application, satisfy himself that the withdrawal or cancellation of registration was approved by the general meeting of the Trade Union, or if it was not so approved, that it has the approval of the majority of the members of the Trade Union. For this purpose, he may call for such further particulars as he may deem necessary and may examine any office bearer of the Union, the Registrar shall record the reasons and communicate the same to the Trade Union regarding cancellation of the certificate.

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(4) The Registrar can also cancel the registration of trade union on receiving the information under sub section 5(ii) of section 9 regarding contravention by the trade union of the provisions of this code.

**11. Appeal.-** Any appeal made under section 10 must be filed within sections sixty days of the date on which the Registrar passed the order against <sup>10(1) and 99(2)(m)</sup> which the appeal is made.

**12. Alteration of rules.-** (1) On receiving a copy of an alteration made <sup>sections 11(3) and 99(2)(n)</sup> in the rules of a Trade Union under sub-section (3) of section 11, the Registrar, unless he has reason to believe that the alteration has not been made in the manner provided by the rules of the Trade Union, shall register the alteration in a register to be maintained for this purpose and shall notify the fact that he has done so to the President or General Secretary of the Trade Union.

(2) The fee payable for registration of alterations of rules shall be rupees 100 (one hundred rupees) for each set of alterations made simultaneously.

**13. Change of Name and amalgamation of Trade Unions under section 24.-**

(1) The notice of any change of any name of a Trade Union <sup>and 99(2)(s)</sup> shall be sent to the Registrar in **Form- V.**

(2) The notice of every amalgamation of a Trade Union in duplicate shall be sent to the Registrar in **Form- VI.**

(3) When the Registrar registers a change of name or amalgamation under sub-sections (5) and (6) of section 24, respectively, he shall certify under his signature at the foot of the certificate that the new name or amalgamation has been registered.

**14. Dissolution of Registered Trade Union under section 25 (1).-** When <sup>sections 25(1)</sup> a registered trade union is dissolved, Notice of dissolution shall be sent to the Registrar in **Form-VII.**

**15. Division of Funds under section 25 (2).-** Where it is necessary for <sup>sections 25(2)</sup> the Registrar, under sub-section (2) of section 25 to distribute the funds <sup>and 99(2)(t)</sup> of the Trade Union which has been dissolved, he shall divide the funds in proportion to the amounts contributed by the members by way of subscription during their membership.

sections 26(1) **16. Annual Returns.**- The annual return to be furnished under clause (a) and 99(2)(u) of sub-section (1) of section 26 shall be submitted to the Registrar by the 31st day of December in each year and shall be in **Form-VIII**.

sections 26(1) **17. Annual Audit.**- (1) The annual audit of the accounts of any and 99(2)(u) registered trade union shall be conducted by an auditor authorised to audit the accounts of companies under section 144 of the Companies Act, 2013.

(2) Where the membership of a Trade Union did not at any time during financial year exceed 2500 the annual audit of the accounts may be conducted,-

- (a) by any examiner of local fund accounts; or
- (b) by any local fund auditor appointed by the State Government; or
- (c) by any person, who, having held an appointment under the Government in any audit or accounts department is in receipt of a pension of not less than rupees two hundred per mensem.

(3) Where the membership of a Trade Union did not at any time during the financial year exceed 750, the annual audit of the accounts may be conducted,-

- (a) by any two persons holding office as magistrates or judges or as members of any municipal council, district board, or legislative body; or
- (b) by any person who, having held an appointment under the Government in any audit or accounts department, is in receipt of a pension from Government of not less than rupees seventy-five a month; or
- (c) by any auditor appointed to conduct the audit of any co-operative societies by the Government or by the Registrar of Co-operative Societies or by any State Co-operative organisation recognized by the Government for this purpose.

(4) Where the membership of a Trade Union did not any time during the financial year exceed 250, the annual audit of the accounts may be conducted by any two members of the Union.

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(5) Where the Trade Union is a federation of Unions, and the number of unions affiliated to it at any time during the financial year did not exceed 50, 15 or 5 respectively, the audit of the accounts of the federation may be conducted as if it had not at any time during the year had membership of more than 2,500, 750 or 250, respectively.

**18. Eligibility of person to audit.**- Notwithstanding anything contained in sections 26 rule 17, no person, who at any time during the year for which the<sup>and 99(2)(u)</sup> accounts are to be audited was entrusted with any part of the funds or securities belonging to the trade union shall be eligible to audit the accounts of that Union.

**19. Access to books of trade union.**- The auditor or auditors appointed sections 26 shall be given access to all the books of the trade union and shall verify<sup>and 99(2)(u)</sup> the annual return with the accounts and vouchers relating thereto and shall thereafter sign the auditor's declaration appended to **Form-VIII**, indicating separately on that form under his signature or their signatures a statement showing in what respect he or they find the return to be incorrect, unvouched or not in accordance with the Code. The particulars given in this statement shall indicate,-

- (i) every payment which appears to be unauthorised by the rules of the Trade Union or contrary to the provisions of the Code;
- (ii) the amount of any deficiency or loss which appears to have been incurred by the negligence or misconduct of any person; and
- (iii) the amount of any sum which ought to have been put is not brought to account by any person.

**20. Audit of Political Fund.**- The audit of the political fund of a sections 26 registered Trade Union shall be carried out along with the audit of the<sup>and 99(2)(u)</sup> general account of the Trade Union and by the same auditor or auditors.

**21. Inspection of Register of trade union.**-(1) The register of trade sections 26 unions maintained in accordance with rule 22 shall be open to inspection<sup>and 99(2)(u)</sup> by any person on payment of a fee of fifty rupees.

- (2) Any documents in the possession of the Registrar received from a registered Trade Union may be inspected by any member of that Union on payment of a fee of fifty rupees for each document inspected.

- (3) The documents shall be open to inspection every day on which the office of the Registrar is open and within such hours as may be fixed for this purpose by the Registrar.
- (4) The Registrar may supply a copy of any such document to a registered Trade Union or a member thereof on payment of fifty rupees for every hundred pages or fractional part thereof.

sections 26  
and 99(2)(u) **22. Maintenance of books by Trade Union.**- Every registered trade union shall maintain the following books and registers to facilitate the audit of its accounts namely :-

- (1) Register of membership and subscriptions in **Form- IX**.
- (2) Register or receipts and disbursements of the General Fund Account.
- (3) Minutes book to record the proceedings of all meetings.
- (4) Register of Stock and Plant to show the furniture, fittings and valuable documents relating to the immovable property of the union.
- (5) Machine numbered subscription receipt book.
- (6) Register of receipts and disbursements for the Political Fund (if there is a Political Fund).
- (7) A file of vouchers.

## CHAPTER IV

### STANDING ORDERS

sections 30(3)  
and 99(2)(w) **23. Manner of forwarding information to certifying officer under sub-section (3) of section 30.**- (1) If the employer adopts the model standing order of the State Government referred to in section 29 with respect to matters relevant to his industrial establishment or undertaking, then, he shall intimate the concerned certifying officer electronically, the specific date from which the provisions of the model standing order which are relevant to his establishment have been adopted.

- (2) On receipt of information referred to in sub-rule (1), the certifying officer within a period of thirty days from such receipt may give his observation that the employer is required to include certain provisions which are relevant to his establishment and indicate

those relevant provisions of the model standing orders which have not been adopted and shall also direct the employer to amend the standing order so adopted, by way of addition, deletion or modification within a period of thirty days from the date of the receipt of such direction and ask for compliance report only in respect of provisions which the certifying officer seeks to get so amended and such report shall be sent electronically by the employer.

(3) If no observation is made by certifying officer within a period of thirty days of the receipt of the information as specified in sub-rules (1) and (2), then, the standing order shall be deemed to have been adopted by the employer.

**24. Manner of choosing representatives of workers of the industrial establishment or undertaking for issuing notice by certifying officer where there is no Trade Union operating, under clause (ii) of sub-section (5) of section 30.**-Where there is no such Trade Union and negotiating union or negotiating council, as is referred to in clause (i) of said sub-section (5), then, the certifying officer shall call a meeting of the workers to choose three representatives, to whom he shall, upon their being chosen, forward a copy of the standing order requiring objections, if any, which the workers may desire to make to the draft standing order to be submitted within fifteen days from the receipt of the notice.

**25. Manner of authentication of certified standing orders under sub-section (8) of section 30.**- The standing orders or modification in the standing orders, certified in pursuance of sub-section (8) of section 30 or the copies of the order of the appellate authority under sub-section (1) of section 33 shall be authenticated by the certifying officer or the appellate authority, as the case may be, and shall be sent electronically within a week to all concerned, but there shall not be any requirement of certification in cases of deemed certification under sub-section (3) of section 30 and in cases where the employer has certified adoption of model standing orders.

**26. Statement to be accompanied with draft standing orders under sub-section (9) of section 30.**- A statement to be accompanied with,-

(i) draft standing order shall contain, the particulars such as name of the industrial establishment or undertaking concerned, address, e-mail address,

contact number and strength and details of workers employed therein including particulars of trade union to which such workers belong; and

- (ii) draft modification in the existing standing orders, shall contain the particulars of such standing orders which are proposed to be modified along with tabular statement containing details of each of the relevant provision of standing order in force and proposed modification therein and reasons thereof and such statement shall be signed by a person authorized by the industrial establishment or undertaking.

sections  
30(10) and  
99(2)(z)

**27. Conditions for submission of draft standing order in similar establishment under sub-section (10) of section 30.**- In cases of group of employer engaged in similar industrial establishment may submit a joint draft standing order under section 30 and for the purpose of proceedings specified in sub-sections (1), (5), (6), (8) and (9) thereof after consultation with the concerned trade union, negotiating union or negotiating council, if any.

sections 32  
and 99(2)(za)

**28. Manner of disposal of appeal by appellate authority under section 32.**- (1) An employer or trade union or negotiating union desirous of preferring an appeal against the order of the certifying officer given under sub-section (5) of section 30 shall within sixty days of the receipt of such order shall draw up a memorandum of appeal in tabular form stating therein the provisions of the standing orders which are required to be altered or modified or deleted or added and reasons thereof and shall be filed electronically to the appellate authority.

- (2) The appellate authority shall, after giving the appellant and the opposite parties an opportunity of being heard, pass an order within sixty days of the filing of appeal, either confirming the standing orders or directing the employer to modify the standing orders.
- (3) Where the appellate authority does not confirm the standing orders, it shall fix a date for the hearing of the appeal and direct notice thereof to be given –
  - (a) where the appeal is filed by the employer or a worker, to trade union of the workers of the industrial establishment or to the representative body of the workers concerned;

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- (b) where the appeal is filed by a trade union, to the employer and all other trade unions of the workers of the industrial establishment; and
- (c) where the appeal is filed by the representative of the workers, to the employer and any other worker whom the appellate authority joins as a party to the appeal.

- (4) The appellant shall furnish each of the respondents with a copy of the memorandum of appeal.
- (5) The appellate authority may, at any stage of the proceeding, call for any evidence, if it considers necessary for the disposal of the appeal.
- (6) On the date fixed under sub-rule (3) for the hearing of the appeal, the appellate authority shall take such evidence as it may have called or consider to be relevant if produced and after hearing the parties dispose of the appeal.

**29. The language and the manner of maintaining standing order under sections 33 sub-section (1) and (2) of section 33.-** (1) The standing order finally certified<sup>and 99(2)(zb)</sup> by certifying officer shall be sent electronically except in the case of deemed certification under section 30.

(2) The text of the standing order as finally certified or deemed to have been certified or adopted model standing order under this Chapter shall be maintained by the employer in Hindi or in English and in the **official** language of the State where the industrial establishment is situated.

**30. Register for final certified copy of standing order under section 34.-** sections 34  
(1) The certifying officer shall maintain electronically, a register of all<sup>and 99(2)(zc)</sup> standing orders certified or deemed to have been certified or adopted model standing orders of all the concerned industrial establishments, inter-alia, containing the details of –

- (i) the unique number assigned to each standing order;
- (ii) name of industrial establishment;
- (iii) nature of industrial establishment;
- (iv) date of certification or deemed certification or date of adoption of model standing order by each establishment or undertaking;
- (v) the areas of the operation of the industrial establishment; and

- (vi) such other details as may be relevant and helpful in retrieving the standing orders and create a data base of such of all standing orders.
- (2) The certifying officer shall furnish a copy thereof to any person applying there for on payment of ten rupees per page of the certified standing orders or deemed certified standing orders, as the case may be.

**sections 35(2)31. Application for modification of standing order under sub-section and 99(2)(zd)**

**(2) of section 35.-** The application for modification of an existing standing order under sub-section (2) of section 35 shall be submitted electronically and contain the particulars of such standing orders which are proposed to be modified along with a tabular statement containing details of each of the relevant provisions of standing order in force, and proposed modifications therein, reasons thereof and the details of registered trade union(s) operating therein, and such statement shall be signed by a person authorized by the industrial establishment or undertaking.

## CHAPTER V

### NOTICE OF CHANGE

**sections 42(3)32. The manner of giving of notice for change proposed to be effected and 99(2)(ze) under clause (i) of section 40.-**

(1) Any employer intending to effect any change in the conditions of service applicable to any worker in respect of any matter specified in the Third Schedule to the Code, shall give notice in **Form-X** to such worker affected by such change.

(2) The notice referred to in sub-rule (1) shall be displayed conspicuously by the employer on the notice board at the main entrance of the industrial establishment and the office of the concerned Manager of the industrial establishment:

Provided that where there is a registered trade union or registered trade unions relating to the industrial establishment, a copy of such notice shall also be served on the President or General Secretary of such trade union or each of the Presidents or General Secretaries of such unions, as the case may be.

## CHAPTER VI

### VOLUNTARY REFERENCE OF DISPUTES TO ARBITRATION

**33. Form of arbitration agreement and the manner thereof under sub-section (3) of section 42.** - (1) Where the employer and workers agree to refer the dispute to arbitration, the Arbitration Agreement shall be in **Form-XI** and shall be signed by the parties to the agreement. The agreement shall be accompanied by the consent in writing or electronically of arbitrator or arbitrators.

(2) The Arbitration Agreement referred to in sub-rule (1) shall be signed.-

- (i) in case of an employer, by the employer himself, or when the employer is an incorporated company or other body corporate, by the agent, manager or other officer of the corporation authorized for such purposes;
- (ii) in the case of the workers by the officer of the registered trade union authorized in this behalf or by three representatives of the workers duly authorized in this behalf at a meeting of the concerned workers held for such purpose;
- (i) in the case of an individual worker, an individual worker by the worker himself or by an officer of registered trade union of which the worker is a member -

Explanation.-(1) In this rule, the expression, 'officer' means any officer of a registered trade union or an association of the employer authorized for such purpose;

(2) In this rule, 'officer' means any of the following officers, namely:-

- (a) the President;
- (b) the Vice-President;
- (c) the Secretary (including the General Secretary);
- (d) a Joint Secretary; and
- (e) any other officer of the trade union authorized in this behalf, by the President and Secretary of the union.

sections 42(5) **34. Manner of issue of notification under sub-section (5) of section 42.-** and 99(2)(zg) Where an industrial dispute has been referred to arbitration and the State Government is satisfied that the persons making the reference represent the majority of each party, it shall publish a notification in this behalf in the Official Gazette and electronically for the information of the employers and workers who are not parties to the arbitration agreement but are concerned in the dispute and they may present their case before the arbitrator or arbitrators appointed for such purpose.

sections 42(5) **35. Manner of choosing representatives of workers where there is no trade union under sub-section (5) of section 42.-** and 99(2)(zh) Where there is no trade union, the representative of workers to present their case before the arbitrator or arbitrators in pursuance of clause (c) of the proviso to sub-section (5) of section 42, shall be chosen by a resolution passed by the majority of concerned workers in **Form-XII** authorizing therein to represent the case. Such workers shall be bound by the acts of representatives who have been authorized to represent before the arbitrator or arbitrators, as the case may be.

## CHAPTER VII

### MECHANISM FOR RESOLUTION OF INDUSTRIAL DISPUTES

sections 44(9), and  
99(2)(zi)(zj)

**36. Manner of filling up of the vacancy under sub-section (9) of section 44 and procedure for selection, salaries and allowances and other terms and condition of Judicial Member of the Industrial Tribunal under sub-section (6) of section 46.-**

(1) The qualification for appointment of the Judicial Member of the Industrial Tribunal (hereinafter in this chapter referred to as the judicial Member) shall be such as provided in sub-section (4) of section 44.

- (2) The Judicial Member shall be appointed by the State Government on the recommendation of a Search -cum-Selection Committee (SCSC) specified in sub-rule (3).
- (3) The Search -cum-Selection Committee shall comprise the following members, namely:-
  - (i) Chief Justice of Punjab and Haryana High Court or a Judge of High Court nominated by him-Chairperson;

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- (ii) Outgoing Judicial Member of the Industrial Tribunal - Member;
- (iii) Principal Secretary to the Government of Punjab, Department of Labour - Member; and
- (iv) Principal Secretary to the Government of Punjab, Department of Industries and Commerce - Member.

(4) The Search-cum-Selection Committee (SCSC) shall determine its procedure for making its recommendation and, after taking into account qualification, suitability, record of past performance, integrity as well as adjudicatory experience keeping in view of the requirement of the Industrial Tribunal recommend a panel of two or three persons as it deems fit for appointment to each post.

(5) No appointment of a Judicial Member shall be declared invalid merely by reason of a vacancy or absence of any member in the Search-cum-Selection Committee.

(6) A Judicial Member shall hold office for a term of four years from the date on which he enters upon his office or till he attains the age of sixty-two years, whichever is earlier.

(7) In case of casual vacancy in the office of Judicial Member, the State Government shall appoint the Judicial Member of the other Industrial Tribunal to officiate as Judicial Member.

(8) (a) A Judicial Member shall be paid a salary of rupees 2,25,000/- (fixed) per month and shall be entitled to draw allowances as are admissible to an officer of the Government of Punjab holding Group A post carrying the same pay.  
(b) In case of appointment of retired judge of High Court, his pay shall be reduced by the gross amount of pension drawn by him.

(9) (a) In case of serving judges of High Court, the service rendered in the Industrial Tribunal shall be counted for pension to be drawn in accordance with the extant rules of the service to which they belong and they shall be governed by the provisions of General Provident Fund (State Service) Rules, 1960 and the rules for pension applicable to them.

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- (b) In case of retired judges of High Court, they shall be entitled to join Contributory Provident Fund Scheme as per rules during the period of their re-employment and additional gratuity shall not be paid for the service rendered in the Industrial Tribunal.
- (10) A Judicial Member shall be entitled for rent free furnished accommodation or house rent allowance at the rate as admissible to an officer of the Government of Punjab holding Group A post carrying the same pay.
- (11) (a) In case of serving judges of High Court, leave shall be admissible as admissible to the serving High Court Judges.  
(b) In case of retired judges of High Court, leave shall be admissible as are admissible to an officer of the Government of Punjab holding Group A post carrying the same pay.
- (12) (a) The State Government shall be the leave sanctioning authority for the Judicial Member.  
(b) The State Government shall be the sanctioning authority for foreign travel to the Judicial Member.
- (13) The State Government Health Scheme facilities as admissible to an officer of the Government of Punjab holding Group A post carrying the same pay shall be applicable.
- (14) (a) The Travelling allowance to a Judicial Member shall be admissible as per entitlement of an officer of the Government of Punjab holding Group A post carrying the same pay.  
(b) In case of retired judges of High Court, transfer travelling allowance for joining the Industrial Tribunal from home town to head quarter and vice-versa at the end of assignment shall also be admissible as entitlement of an officer of the Government of Punjab holding Group A post carrying the same pay.
- (15) A Judicial Member shall be entitled for leave travel concession as admissible to an officer of the Government of Punjab holding Group A post carrying the same pay.
- (16) A Judicial Member shall be entitled for transport allowance as admissible to an officer of the Government of Punjab holding Group A post carrying the same pay.

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- (17) No person shall be appointed as Judicial Member unless he is declared medically fit by an authority specified by the State Government in this behalf.
- (18) (a) If a written and verifiable complaint is received by the State Government, alleging any definite charge of misbehaviour or incapacity to perform the functions as Judicial Member, it shall make a preliminary scrutiny of such complaint.
  - (b) If on preliminary scrutiny, the State Government is of the opinion that there are reasonable grounds for making an inquiry into the truth of any misbehaviour or incapacity of a Judicial Member, it shall make a reference to the Search-cum-Selection Committee to conduct the inquiry.
  - (c) The Search-cum-Selection Committee shall complete the inquiry within six months time or such further time as may be specified by the State Government.
  - (d) After conclusion of the inquiry, the Search-cum-Selection Committee shall submit its report to the State Government stating therein its findings and the reasons therefore on each of the charges separately with such observations on the whole case as it may think fit.
  - (e) The Search-cum-Selection Committee shall not be bound by the procedure laid down by the Code of Civil Procedure, 1908 (5 of 1908) but shall be guided by the principles of natural justice and shall have power to regulate its own procedure, including the fixing of date, place and time of its inquiry.
- (19) A Judicial Member may, resign his office at any time by giving notice to this effect in writing under his hand addressed to the State Government:

Provided that the Judicial Member shall, unless he is permitted by the State Government to relinquish office sooner, continue to hold office until the expiry of three months from the date of receipt of such notice or until a person duly appointed as a successor enters upon his office or until the expiry of his term of the office, whichever is earlier.

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(20) (a) The State Government shall, on the recommendation of Search-cum-Selection Committee, remove from office any Judicial Member, who,-

- (a) has been adjudged as an insolvent; or
- (b) has been convicted of an offence which, involves moral turpitude; or
- (c) has become physically or mentally incapable of acting as such a Judicial Member; or
- (d) has acquired such financial or other interest as is likely to affect prejudicially his functions as a Judicial Member; or
- (e) has so abused his position as to render his continuance in office prejudicial to the public interest:

Provided that where a Judicial Member is proposed to be removed on any ground specified in clauses (b) to (e), he shall be informed of the charges against him and given an opportunity of being heard in respect of those charges.

(21) Every person appointed as Judicial Member shall, before entering upon his office, make and subscribe an oath of office and secrecy in the **Form-XIII**.

(22) The matter relating to the terms and conditions of services of the Judicial Member with respect to which no express provisions has been made in these rules, shall be referred by the Industrial Tribunal to the State Government for its decision, and the decision of the State Government thereon shall be final and binding.

(23) The State Government shall have power to relax the provision of any of these rules in respect of any class or categories of persons for the reasons to be recorded in writing.

sections  
44(9), 46(6)  
and  
99(2)(zi)(zj)

**37. Manner of filling up of the vacancy under sections 44 and 99(2)(zi) and procedure for selection, salaries and allowances and other terms and condition of Administrative Member of the Industrial Tribunal under section 44.-** (1) The qualification for appointment of the Administrative Member of the Industrial Tribunal (hereinafter in this chapter referred to as Administrative Member) shall be such as given in sub-section (4) of section 44.

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- (2) (a) The Administrative Member shall be appointed by the State Government on the recommendation of a Search-cum-Selection Committee (SCSC) specified in sub-rule (3) of this rule.
- (3) The Search-cum-Selection Committee shall comprise the following members, namely:-
  - (i) Chief Justice of Punjab and Haryana High Court or a Judge of High Court nominated by him-Chairperson;
  - (ii) Outgoing Administrative Member of the Industrial Tribunal - Member;
  - (iii) Principal Secretary to the Government of Punjab, Department of Labour - Member ; and,
  - (iv) Principal Secretary to the Government of Punjab, Department of Industries and Commerce - Member.
- (4) The Search-cum-Selection Committee (SCSC) shall determine its procedure for making its recommendation and, after taking into account qualification, suitability, record of past performance, integrity as well as experience keeping in view of the requirement of the Industrial Tribunal and recommend a panel of two or three persons as it deems fit for appointment to said post.
- (5) No appointment of Administrative Member shall be declared invalid merely by reason of one vacancy or absence of any Member in the Search-cum-Selection Committee.
- (6) An administrative Member shall hold office for a term of four years or till he attains the age of sixty two years, whichever is earlier.
- (7) In case of casual vacancy in the office of Administrative Member, the State Government shall appoint the Administrative Member of the other Industrial Tribunal to officiate as Administrative Member.
- (8) The Administrative Member shall be paid a salary of rupees 2,25,000/- (fixed) per month and shall be entitled to draw allowances as are admissible to an officer of the Government of Punjab holding Group A post carrying the same pay. In case of retired Government Officer, his pay shall be reduced by the gross amount of pension drawn by him.

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- (9) (a) In case of serving Government Officer, the service rendered in Industrial Tribunal shall be counted for pension to be drawn in accordance with the extant rules of the service which he belongs and shall be governed by General Provident Fund (State Service) Rules, 1960.
- (b) In case of retired Government Officers, they shall be entitled to join Contributory Provident Fund Scheme as per extant rules during period of their re-employment. Additional gratuity shall not be admissible for the service rendered by the Administrative Member in Industrial Tribunals.
- (10) The Administrative Member shall be entitled for rent free furnished accommodation or house rent allowance at the rate as admissible to an officer of the Government of Punjab holding Group A post carrying the same pay.
- (11) (a) In case of serving Government Officer, leave shall be admissible in accordance with the extant rules of the service which he belongs.
- (b) In case of retired Government Officers, leave shall be admissible as are admissible to an officer of the Government of Punjab holding Group A post carrying the same pay.
- (12) (a) The State Government shall be the leave sanctioning authority for the Member.
- (b) The State Government shall be the sanctioning authority for foreign travel to the Administrative Member.
- (13) The State Government Health Scheme facilities as admissible to an officer of the Government of Punjab holding Group A post carrying the same pay shall be applicable.
- (14) (a) The Travelling allowance to an Administrative Member shall be admissible as per entitlement an officer of the Government of Punjab holding Group A post carrying the same pay.
- (b) In case of retired Government Officer, transfer travelling allowance for joining the Industrial Tribunal from home town to head quarter and vice-versa at the end of assignment shall also be admissible as entitlement of an officer of the Government of Punjab holding Group A post carrying the same pay.

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- (15) An Administrative Member shall be entitled for leave travel concession as admissible to an officer of the Government of Punjab holding Group A post carrying the same pay.
- (16) An Administrative Member shall be entitled for transport allowance as admissible to an officer of the Government of Punjab holding Group A post carrying the same pay.
- (17) No person shall be appointed as an Administrative Member, unless he is declared medically fit by an authority specified by the State Government in this behalf.
- (18) (a) If a written and verifiable complaint is received by the State Government, alleging any definite charge of misbehaviour or incapacity to perform the functions as Administrative Member, it shall make a preliminary scrutiny of such complaint.  
(b) If on preliminary scrutiny, the State Government is of the opinion that there are reasonable grounds for making an inquiry into the truth of any misbehaviour or incapacity of an Administrative Member, it shall make a reference to the Search-cum-Selection Committee to conduct the inquiry.  
(c) The Search-cum-Selection Committee shall complete the inquiry within six months time or such further time as may be specified by the State Government.  
(d) After conclusion of the inquiry, the Search-cum-Selection Committee shall submit its report to the State Government stating therein its findings and the reasons therefore on each of the charges separately with such observations on the whole case as it may think fit.  
(e) The Search-cum-Selection Committee shall not be bound by the procedure laid down by the Code of Civil Procedure, 1908 (5 of 1908) but shall be guided by the principles of natural justice and shall have power to regulate its own procedure, including the fixing of date, place and time of its inquiry.
- (19) An Administrative Member may, resign his office at any time by giving notice to this effect in writing under his hand addressed to the State Government:

Provided that the Administrative Member shall, unless he is permitted by the State Government to relinquish office sooner, continue to hold office until the expiry of three months from the date of receipt of such notice or until a person duly appointed as a successor enters upon his office or until the expiry of his term of the office, whichever is earlier.

(20) The State Government shall, on the recommendation of the Search-cum-Selection Committee, remove from office any Administrative Member, who—

- (a) has been adjudged as an insolvent; or
- (b) has been convicted of an offence which, involves moral turpitude; or
- (c) has become physically or mentally incapable of acting as such Member; or
- (d) has acquired such financial or other interest as is likely to affect prejudicially his functions as an Administrative Member; or
- (e) has so abused his position as to render his continuance in office prejudicial to the public interest:

Provided that where an Administrative Member is proposed to be removed on any ground specified in clauses (b) to (e), he shall be informed of the charges against him and given an opportunity of being heard in respect of those charges.

(21) Every person appointed as Administrative Member shall, before entering upon his office, make and subscribe an oath of office and secrecy in the **Form-XIII**.

(22) The matter relating to the terms and conditions of services of the Administrative Member with respect to which no express provisions has been made in these rules, shall be referred by the Industrial Tribunal to the State Government for its decision, and the decision of the State Government thereon shall be final and binding.

(23) The State Government shall have power to relax the provision of any of these rules in respect of any class or categories of persons for the reasons to be recorded in writing.

**38. Manner of holding conciliation proceedings under sub-section (1), sections full report under sub-section (4), and application and the manner of deciding such application under sub-section (6) of section 53.-**

(1) Where any industrial dispute exists or is apprehended or a notice under section 62 has been given, the conciliation officer shall adopt the procedure specified on the website of the Department of Labour, Government of Punjab from time to time for holding conciliation proceedings.

- (2) If no such settlement is arrived at in the conciliation proceeding referred to in sub-rule (1), the conciliation officer shall submit a report electronically within seven days from the date on which the conciliation proceedings are concluded.
- (3) The report referred to in sub-rule (2) shall be communicated through electronically to the parties concerned.
- (4) The report referred to in sub-rule (2) shall contain inter-alia the submissions of the employer, worker or trade union, as the case may be, and it shall also contain the efforts made by the conciliation officer to bring the parties to the amicable settlement, reasons for refusal of the parties to resolve the dispute and the conclusion of the conciliation officer.
- (5) Any dispute which is not settled during the conciliation proceedings, then, either of the concerned party may make an application in **Form-XIV**, before the Tribunal electronically within ninety days from the date of the report under sub-rule (2).
- (6) In case of an industrial dispute which has not been settled during the conciliation proceedings, an application may be made before the Tribunal by either of the parties concerned for adjudication. The Tribunal shall direct the party raising the dispute to file a statement of claim with complete details along with relevant documents, list of supporting documents and witnesses within thirty days from the date on which application is filed. A copy of such statement may be sent electronically for service on each of the opposite parties in the dispute.
- (7) The Tribunal after ascertaining that the copies of statement of claim and other related documents are furnished to the other side by the party raising the dispute, the Tribunal shall fix the first

<sup>53(1),(4),(6)  
and 99(2)(zI)</sup>

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hearing as soon as possible and within a period of one month from the date of receipt of the application. The opposite party or parties shall file their written statement together with supporting documents and the list thereof and list of witnesses, if any, within a period of thirty days from the date of first hearing and simultaneously forward a copy thereof to the opposite party or parties for service.

- (8) Where the Tribunal finds that the party raising the dispute, despite its directions, did not forward the copy of the statement of claim and other documents to the opposite party or parties, it shall give directions to the concerned party to furnish the copy of the statement to the opposite party or parties, granting extension of fifteen days for filing the statement, if the Tribunal finds sufficient cause for not filing the statement of claim and other documents within time.
- (9) The evidence shall be recorded in Tribunal or may be filed on affidavit but in the case of affidavit the opposite party shall have the right to cross-examine each of the deponents filing the affidavit. Where the oral examination of each witness proceeds, the Tribunal shall make a memorandum of the substance of what is being deposed. While recording the oral evidence, the Tribunal shall follow the procedure laid down in rule 5 of Order XVIII of the First Schedule to the Code of Civil Procedure, 1908 (5 of 1908).
- (10) On completion of evidence, arguments may be heard immediately or a date may be fixed for arguments, which shall not be beyond a period of fifteen days from the closure of evidence.
- (11) The Tribunal shall not ordinarily grant an adjournment for a period exceeding a week at a time, but not in any case more than three adjournments in all, at the instance of the parties to the dispute, shall be granted:

Provided that the Tribunal for reasons to be recorded in writing, grant an adjournment exceeding a week at a time but not in any case more than three adjournments, at the instance of any one of the parties to the dispute, shall be granted.

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(12) In case any party defaults or fails to appear at any stage, the Tribunal may proceed with the case ex-parte, and decide the application in the absence of the defaulting party:

Provided that the Tribunal may on the application of either party filed before the submission of the award, revoke the order that the case shall proceed ex- parte, if it is satisfied that the absence of the party was on justifiable grounds, and proceed further to decide the matter as contested.

(13) The Tribunal shall communicate its award electronically to the parties concerned and the State Government within one month from the date of the pronouncement of the award.

(14) The Tribunal may summon and examine any person whose evidence appears to it to be material for deciding the case and shall be deemed to be a civil court within the meaning of sections 345, 346 and 348 of the Code of Criminal Procedure, 1973 (1 of 1974).

(15) Where assessors are appointed to advise a Tribunal under sub-section (5) of section 49 in relation to proceeding before it, the Tribunal shall obtain the advice of such assessors, but such advice shall not be binding on such Tribunals.

(16) A party in an award, who wants to obtain a copy of the award or other document, may obtain a copy of the award or other document after depositing the fee electronically in the Tribunal in the following manner, namely:-

- (a) fee for obtaining a copy of an award or the document filed in any proceedings of Tribunal be charged at the rate of Rs. 10 per page.
- (b) For certifying a copy of any such award or order or document, a fee of Re. 10 per page shall be payable.
- (c) Copying and certifying fees shall be payable electronically.
- (d) Where a party applies for immediate delivery of a copy of any such award or document, an additional fee equal to one-half of the fee leviable under this rule shall be payable.

(17) The representatives of the parties appearing before a Tribunal shall have the right of examination, cross-examination and of addressing the Tribunal or State Industrial Tribunal when evidence has been called.

(18) The proceedings before Tribunal shall be held in open court:

Provided that the Tribunal may direct any proceeding before it to be held by video conferencing.

Provided further that Tribunal may at any stage direct that any witness shall be examined or its proceedings be held in-camera.

## CHAPTER VIII

### STRIKES AND LOCK-OUTS

**sections 62(4) 39. Number of persons by whom the notice of strike shall be given, the and 99(2)(zm) person or persons to whom such notice shall be given and the manner of giving such notice under sub-section(4) of section 62. -** The notice of strike referred to in sub-section (1) of section 62 shall be given to the employer of an industrial establishment in **Form- XV** which shall be duly signed by the President or General Secretary and five elected representatives of the registered trade union relating to such industrial establishment endorsing the copy thereof electronically to the concerned conciliation officer, the Labour Commissioner, Punjab and the State Government.

**sections 62(5), (6) and 99(2)(zn) 40. Manner of giving notice of lock-out under sub-section (5) and authority under sub-section (6) of section 62. -** (1) The notice of lock-out referred to in sub-section (2) of section 62 shall be given by the employer of an industrial establishment in **Form-XVI** to the President or General Secretary of every registered trade union relating to such industrial establishment endorsing a copy thereof to the concerned conciliation officer, the Labour Commissioner, Punjab and the State Government electronically. The notice shall be displayed conspicuously by the employer on a notice board or on electronic board at the main entrance to the industrial establishment.

(2) If the employer of an industrial establishment receives from any person employed by him any notice of strike as referred to in sub-section (1) of section 62, then he shall within five days from the date of receiving of such notice, intimate the same electronically to the concerned conciliation officer and the Labour Commissioner, Punjab.

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(3) If the employer gives to any person employed by him a notice of lock-out, then he shall within five days from the date of such notice, intimate electronically the same to the concerned conciliation officer and the Labour Commissioner, Punjab.

## CHAPTER IX

### LAY-OFF, RETRENCHMENT AND CLOSURE

**41. Manner of serving notice before retrenchment of the worker under clause (c) of section 70.-** If any employer desires to retrench any worker employed in his industrial establishment who has been in continuous service for not less than one year under him, then, such employer shall give notice of such retrenchment in **Form-XVII** to the State Government, the Labour Commissioner, Punjab and the concerned officer of the area jurisdiction, through e-mail or, by registered or speed post.

**42. Manner of giving an opportunity for re-employment to the retrenched workers under Section 72.-** Where any vacancy occurs in an industrial establishment and there are workers of such industrial establishment retrenched within one year prior to the proposal for filling up such vacancy, then, the employer of such industrial establishment shall offer an opportunity at least ten days before by registered post or speed post and through e-mail to such retrenched workers who are citizens of India. If such workers give their willingness for employment then, the employer shall give them preference over other persons in filling up of such vacancy.

**43. Manner of serving notice by the employer for intended closure under sub-section (1) of section 74.—** If an employer intends to close down an industrial establishment, he shall give notice of such closure in **Form-XVII** to the State Government, the Labour Commissioner, Punjab and the concerned officer of the area jurisdiction, by e-mail or registered post or speed post.

## CHAPTER X

### SPECIAL PROVISIONS RELATING TO LAY-OFF, RETRENCHMENT AND CLOSURE IN CERTAIN ESTABLISHMENTS

**44. Manner of making application to the State Government by the employer for the intended lay-off and the manner of serving copy of such application to workers under sub-section (2) of section 78.-** An application for permission under sub-section (1) of section 78 shall be made by the

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employer in **Form-XVIII** stating clearly therein the reasons for the intended lay off and a copy of such application shall be served simultaneously to the worker concerned electronically and by registered post or speed post. Such application shall also be displayed conspicuously by the employer on a notice board or on electronic board at the main entrance of the industrial establishment.

sections 78(3) **45. Manner for applying for permission from the State Government to and 99(2)(zs) continue the lay-off under sub-section (3) of section 78.**-The employer shall in case of an industrial establishment being a mine specified in sub-section (3) of section 78 where the workers (other than Badli workers or casual workers) have been laid-off under sub-section (1) of section 78 for reasons of fire, flood or excess of inflammable gas or explosion, within a period of thirty days from the date of commencement of such lay-off, apply to the State Government electronically and by registered or speed post with a copy to the Labour Commissioner, Punjab and the concerned officer of the area jurisdiction, for permission to continue the lay-off specifying the number of days; intimating the number of workers to be laid off, the total number of workers employed in the industrial establishment, the date of layoff and the reasons for continuation of such layoff.

sections 78(7) **46. Time-limit for review under sub-section (7) of section 78.**-The State and 99(2)(zt) Government may, either on its own motion or on the application made by the employer or any worker, review its order granting or refusing to grant permission under sub-section (4) of the section 78 within a period of thirty days from the date on which such order is made.

sections 79(2) **47. Manner of making application to the State Government by the and 99(2)(zu) employer for the intended retrenchment and manner of serving copy of such application to workers under sub-section (2) of section 79.**-An application for permission referred to in sub-section (1) of section 79 shall be made by the employer in **Form-XVIII** stating clearly therein the reasons for the intended retrenchment electronically and a copy of such application shall also be sent to workers electronically and by registered post or speed post. Such application shall also be displayed conspicuously by the employer on a notice board or on electronic board at the main entrance to the industrial establishment.

sections 79(6) **48. Time-limit for review under sub-section (6) of section 79.**-The State and 99(2)(zv) Government may, either on its own motion or on the application made

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by the employer or any worker, review its order granting or refusing to grant permission under sub-section (3) of section 79 within a period of thirty days from the date on which such orders is made.

**49. Manner of making application to the State Government by the employer for intended closing down of an industrial establishment and the manner of serving copy of such application to the representatives of workers under sub-section (1) of section 80.**-An employer who intends to close down an industrial establishment to which Chapter X of the Code applies, shall apply electronically in **Form-XVIII** for prior permission at least ninety days before the date on which intended closure is to become effective to the State Government, stating clearly therein the reasons for the intended closure of the industrial establishment and simultaneously a copy of such application shall also be sent to the representatives of the workers electronically and by registered post or speed post.

**50. Time-limit for review under sub-section (5) of section 80.**- The State Government may, either on its own motion or on the application made by the employer or any worker, review its order granting or refusing to grant permission under sub-section (2) of section 80 within a period of thirty days from the date on which such order is made.

## **CHAPTER XI**

### **WORKER RE-SKILLING FUND**

**51. Manner of utilization of fund under sub-section (3) of section 83.**-Every employer who has retrenched a worker or workers under this Code, shall, within ten days, at the time of retrenching a worker or workers shall electronically transfer an amount equivalent to fifteen days of last drawn wages of such retrenched worker or workers in the account (name of the account shall be displayed on the website of the Department of Labour, Government of Punjab and the Labour Commissioner, Punjab) to be maintained by the State Government. The fund so received shall be transferred by the State Government to each worker or workers' account electronically within forty-five days of receipt of funds from the employer. The employer shall also submit the list containing the name of each worker retrenched, the amount equivalent to fifteen days of wages last drawn in respect of each worker along with their bank account details to enable the State Government to transfer the amount in their respective account.

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## CHAPTER XII

### OFFENCES AND PENALTIES

sections  
89(1),(4) and  
99(2)(zza)

#### **52. Manner of composition of offence by a Gazetted Officer specified under sub-section (1) of section 89 and the manner of making application for the compounding of an offence specified under sub-section (4) of section 89.-**

(1) The officer notified by the State Government for the purposes of compounding of offences under sub-section (1) of section 89 (hereinafter referred to as the compounding officer), shall in the offences in which prosecution is not instituted, if the compounding officer is of the opinion that any offence under the Code for which the compounding is permissible under section 89, he shall send a notice electronically to the accused in **Form XIX** consisting of three parts. In Part I of such Form, the compounding officer shall inter-alia specify the name of the offender and his other particulars, the details of the offence and in which section the offence has been committed, the compounding amount required to be paid towards the composition of the offence. Part II of the Form shall specify the consequences, if the offence is not compounded and Part III of the Form shall contain the application to be filed by the accused, if he desires to compound the offence. Each notice shall have a continuous unique number containing alphabets or numeric and other details such as officer sending notice, year, place, type of inspection for the purpose of easy identification.

(2) The accused to whom the notice referred to in sub-rule (1) is served, may send the Part III of the Form duly filled by him to the compounding officer electronically and deposit the compounding amount electronically, within fifteen days of the receipt of the notice, in the account specified by the compounding officer in the notice.

(3) Where the prosecution has already been instituted against the accused in the competent Court, he may make an application to the Court to compound the offence against him and the Court, after considering the application, may allow composition of the offence by the compounding officer in accordance with provisions of section 89.

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- (4) If the accused complies with the requirement of sub-rule (2), the compounding officer shall compound the offence for the amount of money deposited by the accused and-
  - (a) if the offence is compounded before the prosecution, then no complaint for prosecution shall be instituted against the accused; and
  - (b) if the offence is compounded after institution of prosecution under sub-rule (3) with the permission of the Court, then, the compounding officer shall treat the case as closed as if no prosecution had been launched and will proceed in accordance with composition under clause (a) and intimate the composition of offence to the competent Court in which the prosecution is pending and after receiving such intimation, the Court shall discharge the accused and close the prosecution.
- (5) The compounding officer shall exercise the powers to compound the offence under this rule, subject to the direction, control and supervision of the State Government.

### CHAPTER XIII

#### MISCELLNEOUS

**53. Manner of making complaint by an aggrieved worker under section 91**

91.- (1) Every complaint under section 91 shall be made electronically and by registered post or speed post in **Form -XX** and shall be accompanied by as many copies as there are opposite parties mentioned in the complaint.

(2) Every complaint under sub-rule (1) shall be verified by the worker making the complaint or by authorized representative of the worker proved to the satisfaction of the conciliation officer, arbitrator, and the Industrial Tribunal, as the case may be, to be acquainted with the facts of the case.

**54. Manner of authorization of worker for representing in any proceeding under sub-section (1) of section 94.**-Where the worker is not a member of any trade union, then, any member of the executive or other office-bearer of any trade union connected with or by any other

---

worker employed in the industry in which the worker is employed may be authorized by such worker to represent him in any proceeding under the Code relating to a dispute in which the worker is a party in **Form-IV**.

sections 94(2) and  
99(2)(zze)

**55. Manner of authorization of employer for representing in any proceeding under sub-section (2) of section 94.-** Where the employer, is not a member of any association of employers, may authorize in **Form-IV** an officer of any association of employers connected with, or by any other employer engaged in, the industry in which the employer is engaged to represent him in any proceeding under the Code relating to a dispute in which the employer is a party.

section 85

**56. Manner of holding an enquiry under sub-section (1) of section 85.-**

(1) Complaint— On receipt of a complaint of the offence committed under sub-sections (3), (5), (7), (8), (9), (10), (11) and (20) of section 86 and sub-section (7) of section 89, the same shall be enquired by an officer not below the rank of the Labour Commissioner, Punjab or any other Gazetted Officer authorized in this behalf under sub-section (1) of section 85 (hereinafter referred to as the enquiry officer).

- (2) Issue of Notice— If the complaint filed is admitted by the enquiry officer, he shall call upon the person or persons through a notice to be sent electronically to appear before him on a specified date together with all relevant documents and witnesses, if any, and shall inform the complainant of the date so specified.
- (3) If the person or his representative fails to appear on the specified date, the enquiry officer may proceed to hear and determine the complaint ex parte.
- (4) If the complainant fails to appear on the specified date without any intimation to the enquiry officer on two consecutive dates, the complaint may be dismissed:

Provided that not more than three adjournments may be given on the joint application made by complainant and the opposite party:

Provided further that the enquiry officer shall, at his discretion, permit hearing the parties or any of the party, as the case may be, through video conferencing.

---

- (5) Authorization —The authorization to appear on behalf of any person, under section sub-section (2) of section 85 shall be given by a certificate or electronic certificate, as the case may be, which shall be presented to the enquiry officer during the hearing of the complaint and shall form part of the record.
- (6) Permission to appear —Any person who intends to appear in the proceeding on behalf of complainant shall present before the enquiry officer and submit a brief written statement explaining the reason for his appearance. The enquiry officer shall record an order on the statement and in the case of refusal, shall include reasons for the same, and incorporate it in the record.
- (7) Presentation of documents.—Complaint or other documents relevant to the complaint may be presented in person to the enquiry officer at any time during hours fixed by the enquiry officer, or may be sent to him electronically or by registered post or speed post.
- (8) The enquiry officer shall endorse, or cause to be endorsed, on each document the date of the presentation or receipt, as the case may be. If the documents have been submitted electronically, no such endorsement shall be necessary.
- (9) Refusal to entertain complaint —(i) the enquiry officer may refuse to entertain a complaint presented under sub-section (1) of section 85 if after giving the complainant an opportunity of being heard, the enquiry officer is satisfied, for reasons to be recorded in writing that—
  - (a) the complainant is not entitled to present the complaint; or
  - (b) the complainant is barred by limitation under the provisions of this Code; or
  - (c) the complainant fails to comply the directions given by the enquiry officer under sub-section (2) of section 85.
  - (ii) the enquiry officer may refuse to entertain complaint which is otherwise incomplete. He may ask complainant to rectify the defects and if the enquiry officer thinks that the complaint cannot be rectified, he may return the complaint indicating the defects and, if he, so refuses shall return it at once indicating the defects. If the complaint is presented again, after the defects have been rectified, the date of representation shall be deemed to be the date of presentation for the purpose of sub-section (1) of section 85.

- (10) Record of proceedings.— The enquiry officer shall in all cases mention the particulars at the time of passing of order containing the details, i.e., date of complaint, name and address of the complainant, name and address of the opposite party or parties, section-wise details of the offence committed, plea of the opposite party, findings and brief statement of the reason and penalty imposed with signature, date and place.
- (11) Exercise of powers.—In exercise of the powers of a Civil Court, conferred under the Code of Civil Procedure, 1908, the enquiry officer shall be guided in respect of procedure by relevant orders of the First Schedule of the Code of Civil Procedure, 1908, with such alterations as the enquiry officer may find necessary, not affecting their substance, for adapting them to the matter before him, and save where they conflict with the express provisions of the Code or these rules.
- (12) Order or direction when to be made.— The enquiry officer, after the case has been heard, shall make the order or direction on a future date to be fixed for this purpose.
- (13) Inspection of documents.— Any person, who is either a complainant or an opposite party or his representative, or any person permitted under sub-rule (3) shall be entitled to inspect any complaint, or any other document filed with the enquiry officer be, in a case to which he is a party.

sections 99(9)**57. Collection of statistics :-** The employer shall submit the details of and 99(2)(zzf) strike, lock-out, lay-off, retrenchment and closure statistics required under these rules electronically in **Form XXI** and manner from time to time to the State Government as well as to the Office of Director General, Labour Bureau.

sections 143(2) and 99(2)(zzf)**58. Repeal and savings -** The Industrial Disputes (Punjab) Rules, 1958, the Industrial Employment (Standing Orders) Punjab Rules, 1978 and the Punjab Trade Union Regulations, 1927 are hereby repealed:

Provided that any order issued or any action taken under the aforesaid rules and regulations so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

\*\*\*

**FORM I**

**(See rule 3)**

(Memorandum of settlement arrived at during conciliation/ or settlement arrived at between the employer and his workers otherwise than in the course of conciliation proceeding)

Names of Parties:

..... Representing employer(s);

..... Representing workers;

Short recital of the case

.....  
Terms of settlement

.....  
Signature of the parties

Witnesses:

(1)

(2)

\*Signature of Conciliation Officer

In case the settlement arrived at between the employer and his workers otherwise than in the course of conciliation proceeding the copy of the memorandum shall be marked to the concerned Assistant Labour Commissioner/Labour-cum-Conciliation Officer.

**FORM II****(See rule 8)**

## Application for Registration of Trade Union

Dated \_\_\_\_\_ day of \_\_\_\_\_ 20

1. We hereby apply for the registration of a trade union under the name of \_\_\_\_\_
2. The address of the head office of the union is \_\_\_\_\_
3. The union came into existence on the \_\_\_\_\_ day of \_\_\_\_\_
4. The union is union of employers/workers engaged in the industry \_\_\_\_\_ or (profession).
5. The particulars required by section 8 (1) of Industrial Relations Code, 2020 are given in Schedule I.
6. The particulars given in Schedule II show the provision made in the rules for the matters detailed in section 8 (1)(b) of Industrial Relations Code, 2020.
7. To be struck out in the case of unions which have not been in existence for one year before the date of application. The particulars required by section 8 (2) of the Industrial Relations Code, 2020 are given in Schedule III.
8. We have been duly authorised to make this application by\* \_\_\_\_\_

Serial No.	Signature	Occupation	Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			

\*State whether the authority was given by a resolution of a general meeting of the Union if not in what other way it as given.

To

The Registrar,  
Trade Unions, Punjab.

Schedule I  
List of Officers

Serial No.	Title	Name	Age	Address	Occupation
------------	-------	------	-----	---------	------------

Note. - Enter in this schedule the name of all members of the executive of the Union, showing in column 1 the names of any posts held by them (e.g. President, Secretary including the General Secretary, Treasurer, etc.) in addition to their [office bearers] a members of the executive.

**Schedule II**

The numbers of the rules making provision for the several matters detailed in column 1 are given in column 2 below :-

Serial Matter No.	Number of rules
1. Name of union	
2. The whole of the subjects for which the union has been established	
3. The whole of the purposes for which the general funds of the union shall be applicable	
4. The maintenance of a list of members	
5. The facilities provided for the inspection of the list of members by [office bearers] and members	
6. The admission of ordinary members	
7. The admission of honorary or temporary members	
8. The conditions under which members are entitled to benefits assured by the rules	
9. The conditions under which fines or forfeitures can be imposed or varied	
10. The manner in which the rules shall be amended, varied or reminded	
11. The manner in which the members of the executive and the other [Office bearers] of the union shall be appointed and removed	
12. The safe custody of the funds	
13. The annual audit of the accounts	

---

14. The facilities for the inspection of the account books by officers and members

---

15. The manner in which the union may be dissolved

---

16. [The procedure for declaring a strike]

---

**Schedule III**

This Need Not Be Filled In If The Unions Came Into Existence Less Than One

Year Before The Date Of Application For Registration

Statement of Liabilities and Assets on the day of

20

Liabilities	Assets		
Rs. A.P.	Rs. A.P.		
Amount of general Fund	Cash :-		
Amount of political fund	In hands of Treasurer		
Loan from -	In hands of Secretary		
_____	In hands of		
_____	In the Bank		
_____	In the Bank		
Debts due to -	Securities as per list below		
_____	Unpaid subscriptions due		
_____	Loans to -		
Other Liabilities (to be specified)	_____		
_____	_____		
_____	Immovable property, Goods and furniture Other assets (to be specified)		
Total Liabilities	Total Assets		
List of Securities			
Particulars	Nominal value	Market value	In hands of
1	2	3	4
1.			
2.			
3.			
4.			
5.			
6.			

### **FORM III**

{See rule 10 (1) }

## Register of Trade Unions

Serial No.	Officer						
Name of Union	Year of entering	Name	Age	Address	Occupation	Year of relinquishing	Other offices
Address of Head Office	office		on entry			office	held
							in addition to
							membership
Date of Registration						of Executive	with dates

---

Number of application form

### List of members applying for registration

Primary					
1.					
2.					
3.					
4.					
5.					
6.					
7.					

---

**FORM IV**

{See rule 10 (2) }

## Certificate of Registration of Trade Union

No.

It is hereby certified that \_\_\_\_\_ has been registered under  
the Industrial Relations Code, 2020 this \_\_\_\_\_ day of  
\_\_\_\_\_ 20

Registrar of Trade Unions

'Seal'

**FORM V**

{ See rule 13 (1) }

Notice of change of Name

Name of the Trade Union already Registered:

Registration Number:-

Dated \_\_\_\_\_ day of \_\_\_\_\_ 20

To

The Registrar,  
Trade Unions, Punjab.

Notice is hereby given that the provision of section 24 of the industrial Relations code, 2020 have been complied with name of above mentioned trade Union has been changed to \_\_\_\_\_.

The consent of members was obtained by

---

(Signed)

1.	Secretary (office bearers)
2.	Members
3.	
4.	
5.	
6.	
7.	

---

**FORM VI**

{See rule 13 (2) }

Notice of Amalgamation of Trade Unions

A. Name of the Trade Union:

Registration Number:-

B. Name of the Trade Union:

Registration Number:-

Dated \_\_\_\_\_ day of \_\_\_\_\_ 20

To

The Registrar,

Trade Unions, Punjab.

Notice is hereby given that in accordance with the requirement of Section 24 of the above-mentioned Act the members of each (or every one) of the above mentioned Trade Unions have resolved to become amalgamated together as one Trade Union And that the following are the terms of the said amalgamation (state the terms). And that it is intended that the Trade Union shall henceforth be called the \_\_\_\_\_

accompanying this notice is a copy of the rules intended to be henceforth adopted by the Amalgamated Trade Union which are the rules (if so) of the Union.

(To be signed by seven members and the secretary of each Trade union)

The consent of members was obtained by

---

Name and address (Signed)	1. Secretary (office bearers)
To which registered	2. Members
Copy is to be sent	3.
	4.
	5.
	6.
	7.

---

8.

---

**FORM VII**

**(See rule 14)**

Notice of Dissolution of a Trade Union

Name of the Trade Union already Registered:

Registration Number:-

Dated \_\_\_\_\_ day of \_\_\_\_\_ 20

To

The Registrar,

Trade Unions, Punjab.

Notice is hereby given that the above mentioned Trade Union was dissolved in pursuance of the rules thereof, on the \_\_\_\_\_ day of \_\_\_\_\_ 20

We have been duly authorized by the union to forward this notice on its behalf, such authorization consisting of resolutions passed at a General meeting on \_\_\_\_\_ day of \_\_\_\_\_ 20

The consent of members was obtained by

---

1. Secretary (office bearers) (Signed)

2. Members

3.

4.

5.

6.

7.

8.

---

**FORM VIII****(See rule 16)**

(Form for Trade Union)

Annual Returns Prescribed Under Section 26(1)(a) of the Industrial  
Relations Code, 2020, For The Year Ending 31st [december], 20

## Part A

1. Name of the Union \_\_\_\_\_
2. Address of the Union \_\_\_\_\_
3. Registered Head Office \_\_\_\_\_
4. Number and date of certificate of registration \_\_\_\_\_
5. Classification of Industry (to be shown as per Schedule of Industries attached)\_\_\_\_\_
6. Classification of Sector [Please state to which of the following four categories the union belongs] -
  - (a) Public Sector - Central Sphere;
  - (b) Public Sector - State Sphere;
  - (c) Public Sector - General Sphere; and
  - (d) Public Sector - State Sphere]
7. Name of the All India Body/Federation to which affiliated \_\_\_\_\_
8. Affiliation number \_\_\_\_\_
9. Affiliation fee paid during the year \_\_\_\_\_
10. Number and date of receipt for payment of affiliation fee \_\_\_\_\_
11. Membership fee per month \_\_\_\_\_
12. No. of members on books at the beginning of the year \_\_\_\_\_
13. No. of members admitted during the year \_\_\_\_\_
14. No. of members who left during the year \_\_\_\_\_
15. No. of the members on books at the end of the year (i.e. on 31st March, 20\_)  
 Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_
16. No. of members contributing to political fund \_\_\_\_\_
17. No. of members who paid their subscription for the whole year \_\_\_\_\_
18. A copy of the rules of the trade union corrected upto the date of despatch of this return is appended \_\_\_\_\_
19. Part B of the return over-leaf has been duly completed.

Date the

President or General Secretary

Note. - (1) If the Federation falls under more than one category, the membership claim in each category may be shown, separately.

Note.- (2) Name of Unions should be given in separate statements marked 'A', 'B', 'C' & 'D'.

### Part B

#### Statement of Liabilities and Assets of the 31st Day on March, 20\_\_.

Liabilities	Rs. Ps.	Assets	Rs. Ps.
Amount of general fund		Cash -	
Amount of political fund		In hands of Treasurer	
Loans from		In hands of Secretary	
		In hands of	
		In the Bank	
		In the Bank	
		Securities as per lis below	
		Un-paid subscription due for -	
		*(a) the year	
		*(b) previous year	
		Loans to -	
		(a) Officers	
		(b) members	
		(c) others	
Debts due to -		Immovable property	
Other liabilities (to be specified)		Goods and Furniture	
		Other assets (to be specified)	
Total liabilities		Total liabilities	

List of Securities				
Particulars	Face Value	Cost Price	Market price at date on which accounts have been made	In hands of up

## GENERAL FUND ACCOUNT

Income	Expenditure	Treasure
Rs. Ps.		Rs. Ps.
Balance at the beginning of the year	Salaries, allowance and expenses of Officers	
Subscription from members (including unpaid subscriptions due for the year)	Travelling allowance, salaries, allowances and expenses of establishment	
	Auditors' fee	
	Legal expenses	
(a) Subscriptions received	Expenses in conducting trade disputes	
(b) Subscription in arrears for three months or less	Compensation paid to members for loss arising out of trade disputes	
(c) Subscription in arrears for more than three months	Funeral, old age, sickness, unemployment benefits etc.	
	Educational, Social and religious benefits	
Donations	Cost of publishing periodicals	
Sale of periodicals, books, rules, etc.		

(PHGN 21, 1942 SAKA)

Interest on investments	Rents, rates and taxes,
Income from Miscellaneous sources (to be specified)	Stationery, Printing and postage Expenses incurred under section 15 of the Industrial Relations Code, 2020 (to be specified)
	Other expenses (to be specified)
	Balance at the end of year
Total	Total at
Political Fund Account	
	Rs. Ps.
Balance at the beginning of year	Payments made on objects specified in section 15 of the Industrial Relations Code, 2020 (to be specified)
Contribution from members at ..... per member	Expenses of management (to be fully specified)
	Balance at end of year

Treasurer

Auditors Declaration

The undersigned, having had access to all the books and accounts of the Trade Union, and having examined the foregoing statements and verified the same with the account vouchers relating thereto, now sign the same as found to be correct, duly vouched and in accordance with the law, subject to the remarks, if any, appended hereto and also certify that the Trade Union had properly maintained its membership register and its accounts and the members had paid their membership subscriptions to the Trade Union as shown in the foregoing statement of the general fund account of the Union, subject to the remarks, if any, appended hereto.

Auditor

The following changes of [office bearers] have been made during the year.

[officer bearers] Relinquishing Office

Name of [Office bearer]	Date of relinquishing office
-------------------------	------------------------------

[Office Bearers] Appointed

Name	Date of birth	Private address	Personal occupation	Title or position	Date on which held in appointment	Other offices held in addition to the Trade Union
1	2	3	4	5	6	7

Elections

Date of last election of officer bearers _____	Date of next election of office bearers _____
--	---

President or General Secretary

**FORM IX**

{See rule 22 (1) }

Register of Membership and Subscription

Serial No.	Name of the member	Name of the establishment in which employed	Date of Enrolment	Rate of subscription	Subscription paid in			
					April	May	June	July
								August

the month of

September	October	November	December	January	February	March
-----------	---------	----------	----------	---------	----------	-------

Total Subscription for the year	Date on which membership ceased	Remarks
<hr/>		

**FORM X****(See rule 32)**

(Notice of change of service conditions proposed by an employer)

Name of employer.....

Address.....

Dated the .....day of .....  
20.....

In accordance with section 40(1) of Industrial Relation code I/We hereby give notice to all concerned that it is my/our intention to effect the change/changes specified in the annexure, with effect from ..... in the conditions of service applicable to workers in respect of the matters specified in the Third Schedule to this code

Signature.....

Designation .....

**ANNEXURE**

(Here specify the change/changes intended to be effected)

Copy forwarded to:

1. The President or General Secretary of registered Trade Union, if any.
2. Concerned Assistant Labour Commissioner/Labour-cum-Conciliation Officer.

Signature.....

Designation .....

**FORM XI**

(See rule 33)

**(Agreement for voluntary arbitration)**

**BETWEEN**

.....Name of the parties representing employer (s)  
And

.....Representing worker

It is hereby agreed between the parties to refer the following dispute to the arbitration of ..... [here specify the name(s) and address (es) of the arbitrator (s)].

- (i) Specific matters in dispute.
- (ii) Details of the parties to the dispute including the name and address of the establishment or undertaking involved.
- (iii) Name of the worker in case he himself is involved in the dispute or the name of the union, if any, representing the worker or workers in question.
- (iv) Total number of workers employed in the undertaking affected.
- (v) Estimated number of workers affected or likely to be affected by the dispute.

\*We further agree that the majority decision of the arbitrators) shall be binding on us in case the arbitrator(s) are equally divided in their opinion they shall appoint another person as umpire whose award shall be binding on us.

The arbitrator (s) shall make his (their) award within a period of.....(here specify the period agreed upon by the parties) from the date of publication of this agreement in the Official Gazette by the state Government or within such further time as is extended by mutual agreement between us in writing. In case, the award is not made within the period afore mentioned, the reference to the arbitration shall stand automatically cancelled and we shall be free to negotiate for fresh arbitrator.

Signature of the parties Representing employer/Representing worker/workers.

Witnesses

1. .....
2. .....

Copy to:

- (i) The Conciliation Officer [here enter office address of the Conciliation Officer for the area concerned]. .
- (ii) The Principle Secretary to the Government of Punjab, Department of Labour.
- (iii) The Labour Commissioner, Punjab.

**FORM XII**

**(See rule 35, rule 54 and rule 55)**

(Authorization by a worker, group of worker, employer, group of employer to be represented in a proceeding before the authority under this Code).

Before the Authority  
(Here mention the authority concerned)

In the matter of: ..... (mention the name of the proceeding)

.....workers

Versus ..... Employer

I/we hereby authorise Shri/Sarvashri (if representatives are more than one)

1.....2.....3..... to represent me/us in the above matter.

Dated this.....day of.....20.....

Signature of person(s) nominating the representative(s)

Address Accepted

**FORM XIII**

**(See sub-rule 21 of rule 36 and sub- rule 21 of rule 37)**

**Form of Oath of Office for Judicial Member or Administrative Member (whichever is applicable) of Industrial Tribunal**

I, A, B., having been appointed as Judicial Member/Administrative Member (whichever is applicable) of Industrial Tribunal (Name of the Tribunal) do solemnly affirm/ do swear in the name of God that I will faithfully and conscientiously discharge my duties as the Judicial Member/ Administrative Member of Industrial Tribunal (Name of the Tribunal) to the best of my ability, knowledge and judgment, without fear or favour, affection or ill-will and that I will uphold the Constitution and the laws of the land.

(Signature)

Place:

Date:

**FORM XIV**

**(See Sub-rule 5 of rule 38)**

(Application to be submitted before the Tribunal in the matter not settled by the Conciliation Officer )

Before.....(here mention the name of the Tribunal having jurisdiction over the area)

In the matter of:

..... Applicant

Address.....

Versus

..... Opposite party (ies)

Address.....

The above mentioned applicant begs to state as follows :-

(Here set out the relevant facts and circumstances of the case).

The applicant prays that the instant dispute may please be admitted for adjudication and request to pass appropriate Award.

Date .....

Place .....

**Form XV**

**(See rule 39)**

(Notice of Strike to be given by Union (Name of Union)/Group of Workers)

Name of five elected representatives of workers.....

Dated the.....day of.....20.....

To

(The name of the employer).

Dear Sir/Sirs,

In accordance with the provisions contained in sub-section (1) of section 62 of the Industrial Relation code I/We hereby give you notice that I propose to call a strike / we propose to go on strike on .....20....., for the reasons explained in the annexure.

Yours faithfully,

(President or General Secretary of the Union)

Five representatives of the workers duly elected at a meeting held on.....(date), vide resolution attached.]

**ANNEXURE**

Statement of the Case.

Copy to;

- 1) Assistant Labour Commissioner/Labour-cum-Conciliation Officer of the concerned area.
- 2) Labour Commissioner, Punjab.

**FORM XVI****(See rule 40)**

(Notice of Lock-out to be given by an employer of an industrial establishment)

Name of  
employer.....  
Address.....  
Dated the.....day of.....20.....

In accordance with the provisions of 62(6) of this code, I/  
we hereby give notice to all concerned that it is my/our intention to  
effect lock out in.....department(s),  
section(s) of my/our establishment with effect from.....for the  
reasons explained in the annexure.

Signature.....  
Designation.....

**ANNEXURE****1. Statement of reasons**

---

Copy forwarded to:

- (1) The President or General Secretary of the Registered Union, if any
- (2) Conciliation officer ..... [Here enter office address of the Assistant Labour Commissioner/Labour-cum-Conciliation Officer of the concerned area.]
- (3) Labour Commissioner, Punjab
- (4) The Principle Secretary to the Government of Punjab, Department of Labour.

**Form XVII**

**(See sub-section (c) of section 70, rule 41 and rule 43)**

**(Notice of Intimation of Retrenchment/Closure to be given by an employer to the State Government)**

[In cases of Part I, the prior notice of intimation should be served thirty days before the commencement of retrenchment and in cases of Part II, i.e., closure, prior notice of intimation of sixty days is required to be given before the commencement of closure]

Name of Industrial Establishment or Undertaking or Employer.....

Address.....

Dated .....(DD/MM/YYYY).

To,

The Principle Secretary,  
Government of Punjab,  
Department of Labour, Punjab.

Sir,

**Part I**

**(Retrenchment)**

1. Under clause (a) of section 70 of the Industrial Relation Code, 2020, I/we hereby inform you that I/we have decided to retrench (number of workers)..... workers with effect from.....(DD/MM/YYYY) for the reasons explained in the **Annexure I**.
2. The workers concerned have been given on the.....(DD/MM/YYYY) one month's notice in writing as required.

or

The worker(s) have been given on the.....(DD/MM/YYYY) one month's pay in lieu of notice as required.

3. The total number of workers employed in the industrial establishment/undertaking are .....and the total number of those who are being retrenched are.....

---

**Part II****(Closure)**

1. Under sub-section (1) of section 74 of the Industrial Relation Code, 2020, I/we hereby inform you that I/we have decided to close down..... (name of the industrial establishment or undertaking or employer) with effect from.....(DD/MM/YYYY) for the reasons explained in the **Annexure I**.
2. The number of workers whose services would come to an end on account of the closure of the industrial establishment or undertaking are..... (number of workers).

Number of workers .....

Category and designation .....  
of workers, who have been affected due to closure.

I/We hereby declare that the worker/workers concerned has/have been/will be paid compensation due to them under section 75 of this Code before or on the date of expiry of the notice period.

Yours faithfully,

Name & Designation of the  
employer/Authorised Representative)

**ANNEXURE I**

Statement of Reasons for retrenchment/closure (strike whichever is not applicable) with reference to Rule 25 and Rule 27 and Form VIII.

Copy to :

1. **To the office of Labour Commissoner, Punjab (Only for statistical purpose)**
2. Assistant Labour Commissioner/Labour -cum-Conciliation Officer of the concerned area

**FORM XVIII**

**(See rule 44, rule 47 and rule 49)**

[Form of application for permission of **Lay-off or Retrenchment or Closure** in Industrial establishments or Undertaking to which provisions of Chapter X of the Industrial Relations Code, 2020 applies]

To,

The Principle Secretary,  
Government of Punjab,  
Department of Labour, Punjab.

Sir,

\*1. Under \*sub-section (2) of Section 78 of the Industrial Relations Code, 2020, I/we hereby apply for “permission to lay-off.....workers (indicate number in figures and words) out of total of.....workers (indicate number in figures and words) employed in my/our establishment with effect from (DD/MM/YYYY) for the reasons set out in the **Annexure-I**.

\*2. Under sub-section (2) of section 79 of the Industrial Relation Code 2020, I/we hereby apply for permission for proposed retrenchment of.....Workers (indicate number in figures and words) with effect from (DD/MM/YYYY) for the reasons set out in the **Annexure-I**.

3. The workers concerned have been given\* notice in writing as required under clause (a) of sub-section (1) of section 79. The worker concerned have not\* been given notice since the retrenchment is under an agreement (copy of which is enclosed) as provided in the proviso to the said clause.

\*4. Under section 80(1) of the Industrial Relation Code, 2020, I/we hereby inform you that I/we propose to \*\*close down the undertaking specified below of (name of the industrial establishment).(Give details as in **Annexure II**) with effect from (DD/MM/YYYY)

5. The number of workers whose services will be terminated on account of the closure of the undertaking is..... (Number of workers).

Permission is solicited for the lay-off,/ to continue Lay off, or retrenchment of the workers , or, closure of the said establishment.

All Such workers permitted to be laid-off/ retrenched or terminated due to closure will be paid such compensation, to which they are

entitled under section 67, read with section 78(10), or, 79(9) or, 80(8) respectively of this Code as per the details given below.

Yours faithfully,

(Signature)

(\*Strike off which is not applicable)

( \*\* The application for permission in case of closure must be given at least 90 days before of the intended closure )

#### **ANNEXURE I**

Total no. of workers/ of to be retrenched)	Unskilled (total no. of workers/to be retrenched)	Semi-skilled (total no. of workers/to retrenched)	Skilled (total no. of workers/to retrenched)	Highly skilled (total no. of workers/to retrenched)

**1.**

**2. Reasons for lay-off/retrenchment/Closure (strike out whichever is not applicable)-**

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#### **ANNEXURE II**

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Particulars	Remarks, if any
1. Name of the industrial establishment/undertaking with complete postal address along with Pin Code, e-mail, telephone number(s).	
2. Status of undertaking— (i) Whether State Public sector/State public sector/Foreign majority company/joint sector company, etc., (In case of foreign holding company then indicate the extent of foreign holding) (ii) Whether a private limited company/partnership firm or proprietorship firm	Indicate the status of the company
3. (a) MCA number	
(b) GSTN number	
(c) Registration number of the labour department	

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4. (a) \*Names and identification number of the affected workers proposed to be laid-off/retrenched/to be affected by closure. The identification number UAN of EPFO under SS Code.

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5. (i) Annual production, item wise for pre-ceding three years-

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(ii) Production figures, month-wise, for the preceding twelve months,

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6. Balance sheets, profit and loss accounts and audit last three years. To be annexed

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7. Net worth of the company

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8. Names of the inter-connected companies or companies under the same management.

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9. Details of lay-off/Retrenchment resorted to in the last three years (other than the lay-off/ Retrenchment for which permission is sought), including the periods of such lay-offs/ Retrenchment the number of workmen involved in each such lay-off/ Retrenchment/continuation of lay off

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10. Any other relevant details which have bearing on lay-off or retrenchment or Closure.

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**A copy of this form is also to be submitted to the office of Labour Commissioner, Punjab.**

**FORM XIX**

{See rule 52 (1) }

**Notice to the Employer who committed an offence for the first time under this code, for compounding of offence under sub-section (4) of section 89, The undersigned and the Compounding Officer under sub-section 1 of section 89 of the Industrial Relation Code, 2020 hereby intimates that the allegation has been made against you for committing offence for the violation of various provision of this Code as per the details given below;—**

**PART - I**

1. Name and Address of the offender Employer- .....
2. Address of the Establishment .....
4. Particulars of the offence .....
5. Section of the Code under which the offence is committed .....
- .....
6. Compounding amount required to be paid towards composition of the offence.....

**PART - II**

You are advised to deposit the above mentioned amount within fifteen days from the date of issue of this notice for compounding the offence as per section 89 (1) of the Industrial Relation Code, 2020, alongwith an application dully filled in part – III of this notice.

In case you fail to deposit the said amount within the specified time, no further opportunity shall be given and necessary direction for filing of prosecution under section ---- shall be issued.

(Signature of the Compounding Officer)

Date:

Place:

**PART – III**

**Application under sub-section (4) of section 89 for compounding  
of offence**

1. Name of applicant (name of the employer who committed the offence under the Industrial Relation Code 2020 to be mentioned).....
2. Address of the applicant .....
3. Particulars of the offence.....  
.....
4. Section of the Code under which the offence has been committed .....  
.....
5. Details of the compounding amount deposited (electronically generated receipt to be attached).....
6. Details of the prosecution, if filed for the violation of above mentioned offences may be given .....
7. Whether the offence is first offence or the applicant had committed any other offence prior to this offence, if committed, then, full details of the offence .....
8. Any other information which the applicant desires to provide .....  
.....  
.....  
.....

Applicant

(Name and signature)

Dated:

Place:

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**FORM XX**

{See rule 53(1) }

(Complaint under Section 91 of the Industrial Relation Code, 2020)

Before the Conciliation officer/Arbitrator/Industrial Tribunal .....

In the matter of ..... Reference No. ....

A.....

Complainant(s);

Versus

B.....

Opposite Party(ies).

Address:

The petitioner(s) begs/beg to complain that the Opposite Party(ies) has/have been guilty of a contravention of the provisions of section 90 of the Industrial Relation code, as shown below:

(Here set out briefly the particulars showing the manner in which the alleged contravention has taken place and the grounds on which the order or act of the management is challenged.)

The complainant(s) accordingly prays/pray that the Conciliation officer/ Arbitrator/ Industrial Tribunal may be pleased to decide the complaint set out above and pass such order or orders thereon as it may deem fit and proper.

The number of copies of .the complaint and its annexure required under rule 91 of the Industrial Relation Code are submitted herewith.

Dated this.....day of.....20..... Signature of the Complainant(s)

Verification

I do solemnly declare that what is stated in paragraph..... above is true to my

Knowledge and that what is stated in paragraphs..... above is stated upon information received and believed by me to be true. This verification is signed by me at..... on .....day of.....20.....

Signature or Thumb impression of the person verifying

[F.No. ....]

**V.K. JANJUA,**  
Additional Chief Secretary to Government of Punjab,  
Department of Labour.

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